

Affordable Dwelling Unit Advisory Board Meeting Minutes (ADUAB)
Tuesday – July 13, 2010
Shenandoah Room - Shenandoah Building

Members Present: Joe Paciulli, Chair; Michael Capretti, Vice-Chair; Pamela McGraw, Ryan Sauder, Greg Barrett, Steve Schulte,

DFS Staff Present: Ellen Grunewald, Director; Sarah Coyle Etro, Assistant Director; Lenny Goldberg, Housing Specialist; Jan Boothby, CDBG Program Manager, Jill Brady, Administrative Assistant; Sherry Kelly, ADU Program Manager.

BOS Representative: Not Present

Public Present: None

CALL TO ORDER: Joe Paciulli called the meeting to order at 8:05 A.M.

PUBLIC COMMENT PERIOD: No comments

MINUTES: The June 2010 Meeting Minutes were unanimously approved with one edit.

INFORMATION ITEMS:

Introduction of New ADU Program Manager: Sherry Kelly was introduced and welcomed as the new ADU Program Manager.

ADU Land Development Costs at Morley Corner: The ADUAB Builders Committee met on May 27, 2010 to discuss the land development costs associated with Morley Corner. The proposed land development cost submitted by the Developer, Lansdowne Development Group was not on the ADUAB approved Proforma Form Schedule C. Following a lengthy discussion, the members of the Committee requested that the developer use the ADUAB approved form for land development costs and that the form be provided to staff as soon as possible. A second ADUAB Builders meeting will be scheduled prior to the August 2010 ADUAB meeting if the appropriate completed form is received by staff.

ADUAB Rules and Procedures: Joe Paciulli presented a draft of rules and procedures in connection with the monthly ADUAB meetings. The rules and procedures were discussed and with edits Michael Capretti motioned to approve the rules and procedures and Ryan Sauder seconded the motion. The motion passed 6-0-3 with Dawn McKenzie, Shawn Kelley, and Dwight Stonerook absent for the vote and one position remains vacant.

Non-Profits Use of ADUs: Sarah Coyle Etro opened the discussion regarding how non-profits plan to use ADUs that are purchased through the program. Members of the ADUAB discussed the issue of the non-profit abiding by the current ADU income requirements when placing a family in the home, evaluating each housing situation on a case by case basis and ensuring that the public is notified regarding the potential use. The ADUAB agreed to ask the County Attorney to attend the August ADUAB meeting to further discuss these issues.

COMMITTEE REPORTS:

Housing Advisory Board (HAB): Michael Capretti discussed the issue of the resignation of Sarah Millin, ADUAB representative on the HAB. Steve Schulte agreed to be the ADUAB representative on the HAB until the end of 2010. The issue will be reexamined at the December 2010 ADUAB Meeting.

Finance Committee: No Report

Joint Builders and Modifications/Zoning Committee: No Report

NEXT MEETING

Scheduled for August 13, 2010

Meeting adjourned at 9:40